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INSTRUCTIONS FOR DEPOSITORY LIBRARIES RECEIVING UNITED NATIONS MATERIAL

CONTENTS

		Paragraphs	Page
I.	CONDITIONS OF DEPOSIT	1 - 3	2
II.	EXTENT OF MATERIAL DEPOSITED	4 - 16	2
III.	CHANGES IN DEPOSITORY STATUS	17	6
IV.	PAYMENT OF THE CONTRIBUTION	18 - 21	6
V.	CORRESPONDENCE	22	7
VI.	CLAIMS	23 - 28	7
VII.	ADDRESSING CLAIMS	29	9
VIII.	AVAILABILITY OF OLD DOCUMENTS AND PUBLICATIONS AND OFFICIAL RECORDS	30 - 31	12
IX.	DOCUMENTATION IN MICROFORM	32 - 36	13
X.	QUESTIONNAIRES	37	14
XI.	VISITS TO DEPOSITORY LIBRARIES	38 - 40	14
XII.	ORGANIZATION OF THE COLLECTION	41 - 58	14
XIII.	TRAINING SEMINARS ON UNITED NATIONS DOCUMENTATION	59 - 62	17
Annex.	Request for documents - form P.S. 16		22

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I. CONDITIONS OF DEPOSIT*

1. All designated depository libraries are expected to place the material received in the care of qualified library staff, to keep it in good order and to make it accessible to the public, free of charge, at reasonable hours. They are also expected to make deposited items available through interlibrary loan or photocopy to users within their area who cannot easily visit the depository library concerned.

2. Depository libraries are also expected, upon request of the Dag Hammarskjöld Library at United Nations Headquarters, to provide it to bibliographical assistance and similar services within the limits of their ability and to supply publications that they normally distribute free of charge or on exchange.

3. The United Nations may inquire into the observance of the conditions of deposit by questionnaires or by visits. United Nations information centres and libraries in the United Nations system have been requested to arrange periodic visits by their personnel to the depository libraries. The Publications Board reserves the right, when evidence is presented that the conditions of deposit are not being satisfactorily met, to withdraw depository status or transfer it to another library in the same area.

II. EXTENT OF MATERIAL DEPOSITED

4. Depository libraries are entitled to receive, through automatic distribution, according to their needs and to the type of deposit, materials issued under the GENERAL category of distribution, in the language the depository chooses - English, French or Spanish. 1/ Material issued under the LIMITED category of distribution is not included in the deposit. Also not included is material issued under the RESTRICTED category of distribution, or originally so classified and which may later be reclassified. When reclassified, such material may be consulted in libraries of the United Nations system, but the original small stocks preclude its being made available for deposit or for purchase.

5. Not all of publications appear in Arabic, Chinese, German or Russian. Depositories where the national language is Arabic, Chinese, German or Russian may therefore choose either English, French or Spanish as a language of deposit, but they will also receive one copy of each publication available in their national language.

6. The deposit commences with the date of designation, is not retroactive and is limited to one copy.

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* The conditions of deposit are covered in the principles governing United Nations depository libraries (S/AI/189/Add.11/Rev.2).

7. There are two types of deposit under the system: partial and full deposit.

Partial deposit

8. A partial depository is entitled to receive the following material:

(a) The Official Records of the main organs of the United Nations; 2/

(b) Publications that carry a sales code - whether printed or masthead - regardless of place of issuance;

(c) Periodicals available on subscription;

(d) The United Nations Treaty Series.

9. Normally, a partial depository also receives the masthead documents of the regional commission covering the area in which the library is located. The printed publications of all regional commissions are included in the category of material carrying a sales code.

10. The partial deposit does not include:

(a) Publications of the International Court of Justice (ICJ); 3/

(b) Reports of projects carried out by organizations as executing agencies of the United Nations Development Programme (UNDP); 4/

(c) Publications of the United Nations Population Fund (UNFPA); 5/

(d) Publications of the United Nations Children's Fund (UNICEF); 6/

(e) Publications of the United Nations Development Fund for Women (UNIFEM); 7/

(f) Publications of the United Nations Institute for Training and Research (UNITAR); 8/

(g) Publications of the United Nations Research Institute for Social Development (UNRISD); 9/

(h) Publications of the United Nations Institute for Disarmament Research (UNIDIR); 10/

(i) Publications of the United Nations International Drug Control Programme (UNDCP); 11/

(j) Publications of the United Nations Interregional Crime and Justice Research Institute (UNICRI); 12/

(k) Publications of the United Nations Environment Programme (UNEP); 13/

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(l) Publications of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW); 14/

(m) Publications of the Latin American Demographic Centre (CELADE); 15/

(n) Publications of the Latin American and the Caribbean Institute for Economic and Social Planning (ILPES); 16/

(o) Publications of the United Nations University (UNU); 17/

(p) Publications of the United Nations Centre for Regional Development (UNCRD); 18/

(q) Publications issued in only one (e.g. English) or two (e.g. French and Spanish) of the official languages, if the depository does not receive materials in those languages and no specific request has been made for such materials to be included in the deposit; 19/

(r) Publications issued prior to the date of depository designation (see para. 6 above);

(s) Material not claimed before the lapse of two years after the date of publication (see para. 27 below);

(t) Additional copies of publications deposited; 20/

(u) Reprints of documents already distributed to depository libraries; 21/

(v) Publications earmarked for sale only at the time of issuance; 22/

(w) Sales publications issued and distributed by a trade publisher; 23/

(x) Publications on microfiche (with the exception of the annual cumulation of UNDOC: Current Index) or in electronic format.

Full deposit

11. Libraries that, in the opinion of the United Nations Publications Board, are able to handle a larger volume of material will receive, in addition to the material included in the partial deposit, all other generally distributed documents and publications of the United Nations - whether printed or masthead - if available in the language chosen by the depository.

12. The full deposit does not include the material in paragraph 8 above, nor does it include:

(a) Preliminary masthead versions of verbatim records of plenary meetings of the Security Council, which will appear in printed final form as part of the Official Records; 24/

(b) Documents in the LIMITED and FOR PARTICIPANTS ONLY categories of distribution;

(c) Press releases;

(d) Ephemeral material issued during sessions of United Nations bodies (e.g. orders of the day, journals, conference room papers, working papers);

(e) The masthead documents of the regional commissions covering areas other than the one in which the depository is located; 25/

(f) The publication Permanent Missions to the United Nations (ST/SG/SER.A/-); 26/

(g) The Telephone Directory (ST/OCSS/SER.E/-); 27/

(h) The Journal of the United Nations; 27/

(i) The Daily list of documents distributed at Headquarters; 27/

(j) Material issued more than two years prior to the date of claiming (see para. 29 below).

Reduction in the deposit entitlement

13. Depository libraries so requesting may receive selected series only from among those included in the deposit as described in paragraphs 8 to 12 above. The selection can be made at the time of designation or at any time thereafter.

14. Selection by subject, which involves the selection of individual documents from different series, is not allowed under the depository system.

Materials of specialized agencies and other organizations in the United Nations system

15. The United Nations Publications Board designates depository libraries for United Nations material only.

16. Materials issued by specialized agencies and other organizations in the United Nations system are distributed separately by each agency and organization. Also, each organization is autonomous with regard to the designation of depository libraries for its own documents and publications. Inquiries concerning depository designation, the purchase and exchange of material and subscription to periodicals should be addressed to the organization concerned. These organizations are:

Food and Agriculture Organization of the United Nations (FAO), Rome

International Atomic Energy Agency (IAEA), Vienna

International Bank for Reconstruction and Development (IBRD), Washington, D.C.

International Civil Aviation Organization (ICAO), Montreal, P.Q.

International Development Association (IDA), Washington, D.C.

International Finance Corporation (IFC), Washington, D.C.

International Fund for Agricultural Development (IFAD), Rome

International Labour Organization (ILO), Geneva

International Maritime Organization (IMO), London

International Monetary Fund (IMF), Washington, D.C.

International Telecommunication Union (ITU), Geneva

United Nations Educational, Scientific and Cultural Organization (UNESCO), Paris

United Nations Industrial Development Organization (UNIDO), Vienna

Universal Postal Union (UPU), Berne

World Health Organization (WHO), Geneva

World Intellectual Property Organization (WIPO), Geneva

World Meteorological Organization (WMO), Geneva

World Trade Organization (WTO), Geneva

III. CHANGES IN DEPOSITORY STATUS

17. Depository libraries desiring a change in deposit entitlement, a transfer of the depository status to another library in the same area or withdrawal from the system should address the request to: Head Librarian, Dag Hammarskjöld Library, United Nations, New York, N.Y. 10017, (Telephone No.: (212) 963-7443, Fax No.: (212) 963-0077). Such changes are subject to approval by the United Nations Publications Board.

IV. PAYMENT OF THE CONTRIBUTION

18. Following the review of the depository library system, the United Nations Publications Board decided, in 1975, to limit free deposit for United Nations material to two libraries in each country or territory:

(a) The national library or another major research library located in the capital city;

(b) The national parliamentary library, if open to the public.

19. Other existing depositories and those to be designated in the future are required to pay a contribution towards the maintenance of the system.*

20. Subject to payment of the contribution, depository libraries will receive, at the beginning of each calendar year, an invoice for the period from 1 January to 31 December. The invoice, mailed by the Sales Section, is identified by a number composed of the depository mail code. Payment is due upon receipt of the invoice. Remittance in U.S. currency should be addressed only to: United Nations Sales Section, Room DC2-0853, New York, N.Y. 10017.

21. Depositories so wishing may pay the contribution in local currency to the United Nations Information Centre or to the office of the UNDP resident representative in the country, at the United Nations rate of exchange prevailing on the day of payment. The contributing depository using this mode of payment need not advise the Dag Hammarskjöld Library that the invoice has been paid: the Centre, or the UNDP resident representative will advise the Accounts Division, Office of Programme Planning, Budget and Accounts, at United Nations Headquarters that payment has been received.

V. CORRESPONDENCE

22. Correspondence concerning changes of name and address of depository libraries, requests for changes in depository status and for bibliographical and other types of advice, and concerning all other matters related to the deposit, except claims for material not received, should be addressed to the Head Librarian of the Dag Hammarskjöld Library at United Nations Headquarters, United Nations, New York, N.Y. 10017 (Fax No. (212) 963-0077).

VI. CLAIMS

23. The Office of Conference and Support Services, in consultation with the Dag Hammarskjöld Library at United Nations Headquarters, has laid down rules for claiming material not received through automatic distribution, or received in defective copies.

24. In accordance with the aforementioned rules, depository libraries are required to submit all claims on the form PS.16 "Request for documents" (see annex), which is supplied free of charge by the Distribution Section, Room NL-314, United Nations, New York, N.Y. 10017 (Tel. No. (212) 963-7345). Claims submitted by letter, postcard or in any other manner are returned to the sender, unprocessed. Before the supply of form PS.16 is exhausted, a new supply should be requested on the form itself.

25. Before preparing a claim, a depository should consider the following:

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* The rate of contribution is covered in the principles governing United Nations depository libraries (ST/AI/189/Add.11/Rev.2).

(a) Date of the depository designation (see para. 6 above);

(b) Extent of the material deposited (see paras. 8-14);

(c) Availability of the document for deposit (see para. 26);

(d) Availability of the document in the language of deposit (see para. 26);

(e) Point of distribution (see para. 29 below).

26. Before filling in the form PS.16, a depository should consult the United Nations documents indexes (UNDOC: Current Index (ST/LIB/SER.M.-), UNDOC: Current Index Cumulative Edition on microfiche (ST/LIB/SER.M/Cum.) and UNBIS Plus on CD-ROM), as well as the Catalogue of United Nations Publications, to verify whether or not the items to be claimed have been issued in the language of the deposit and if they fall within the deposit entitlement. Requests for items not received should be made to the appropriate distribution centre (see para. 31).

27. The following information should be included on the form:

(a) Name of library, address and depository mail code number. The name and address in the "Address for delivery" box should duplicate the mailing label used by the United Nations, including the depository mail code number that appears in the lower right-hand corner of the label (e.g. DL-300, PL-7). The Head Librarian of the Dag Hammarskjöld Library at United Nations Headquarters should be notified immediately of any change of name or of address;

(b) Listing:

(i) Items should be listed in sequence within each category, one item to a line;

(ii) The language or languages required should be indicated in each case. Languages should be abbreviated as follows: A, Arabic; C, Chinese; E, English; F, French; G, German; R, Russian; S, Spanish;

(iii) a. Documents should be listed as follows:

- If a sales number exists, by sales number only,
- If there is no sales number, but an Official Records designation (debates, annexes, supplements) by that designation only (see b. below);
- If none of the above, but a symbol, by symbol only;
- Periodicals without symbol or sales number, by title, volume, year, issue number;

- Volumes of the United Nations Treaty Series, by series, title and volume number;

b. Official Records should be listed as follows:

- Indication of organ (GAOR, ESCOR, SCOR, TCOR, TDBOR), followed by session number or, in the case of the Economic and Social Council since 1978 and the Security Council, by year; followed by:

  - Volume title and other necessary information (e.g. plenary meetings, First Committee, etc., followed by meeting number); or

  - Indication of the annexes, followed by agenda item number; or

  - Indication of the supplement, followed by number.

When an item is unavailable for distribution, an explanation is given in the "Remarks" column of the PS.16 form, generally by the use of code letters referring to the phrases at the bottom of the form.

28. A carefully prepared claim will result in speedier service (for a model request, see annex I). Forms which do not include all the information requested in paragraph 29, in particular, sales number or symbol, will be returned unprocessed.

VII. ADDRESSING CLAIMS

29. Neither the United Nations Information Centres, nor the Dag Hammarskjöld Library at United Nations Headquarters is responsible for handling claims for material not received. All claims should be addressed to the Distribution Section, Room NL-314, Office of Conference and Support Services, United Nations, New York, N.Y. 10017, with the exceptions indicated below:

(a) For Publications of the International Court of Justice, address claims to:

The Registrar
International Court of Justice
Peace Palace
The Hague, 2012
The Netherlands
Fax No. 3170-364-9928

(b) For documents and publications of organs situated at Geneva, namely:

(i) Economic Commission for Europe (ECE) (series E/ECE/-, ST/ECE/-, sales codes II.E.- and II.E/Mim.- and ECE periodicals);

(ii) Publications of the United Nations Library at Geneva, such as the Monthly Bibliography;

(iii) Documents and publications on human rights (series CCPR/-, E/CN.4/-, E/CN.4/Sub.2/-, ST/HR-, HRI/-, sales code XIV, as well as series CERD/- and CRC/-);

(iv) Documents and publications on transnational corporations (the former United Nations Centre on Transnational Corporations (series E/C.10/-, and CTC Reporter and ST/CTC/-);

(v) Documents and publications of the United Nations Conference on Trade and Development (UNCTAD) (series TD/-, TD/B/-, ITC/- and sales code II.D). Address claims to:

Chief, Distribution and Sales Section
United Nations Office at Geneva
Palais des Nations
CH-1211 Geneva 10
Switzerland
Tel. No. 41-22-740-0931

(c) For documents and publications of organs situated at Vienna, namely:

(i) Documents and publications on narcotic drugs (series E/CN.7/-, E/INCB/-, E/IT.-, E/NL.-, E/NR.-, E/NS.-, ST/SOA/SER.J/-, ST/SOA/SER.K/-, ST/SOA/SER.S/-, sales code XI and the Bulletin on Narcotic Drugs);

(ii) Documents and publications of the International Trade Law Branch (series A/CN.9- and certain items in sales code V);

(iii) Documents and publications on outer space (series A/AC.105/-);

(iv) Documents of the United Nations Scientific Committee on the Effects of Atomic Radiation (series A/AC.82/-.). Address claims to:

Chief, Documents Unit
Vienna International Centre
P.O. Box 300
A-1400 Vienna
Austria
Fax No. 43-1-237-102

(d) For documents and publications of the United Nations Environment Programme (UNEP) (series UNEP/-), address claims to:

Chief, Documents and Reproduction Unit
United Nations Environment Programme
P.O. Box 30552
Nairobi, Kenya
Fax No. 254-2-226-890

(e) For documents and publications of the United Nations Centre for Human Settlements (Habitat) (series HS/-), address claims to:

Chief, Distribution Section
United Nations Centre for Human Settlements (Habitat)
United Nations Office at Nairobi
P.O. Box 30030
Nairobi, Kenya
Fax No. 254-2-624-262

(f) For documents and publications of the regional commissions, as described below, depositories in the geographical area where a regional commission is located - and only those depositories - can claim directly from the commission concerned, namely:

(i) Economic Commission for Africa (ECA), (series E/ECA/-, ST/ECA/- and sales code II.K). Address claims to:

Documents and Publishing Section
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax No. 251-1-514-416

(ii) Economic and Social Commission for Asia and the Pacific (ESCAP), (series E/ESCAP/- (previously E/CN.11/-), ST/ESCAP/- (previously ST/ECAFE/-) and sales code II.F.). Address claims to:

Documents Reproduction Unit
Economic and Social Commission for Asia and the Pacific
Rajdamnern Avenue
Bangkok, Thailand
Fax No. 66-2-282-9602

(iii) Economic Commission for Latin America and the Caribbean (ECLAC) (series LC/- (previously E/CEPAL/- and E/CN.12/-), ST/CEPAL/- (previously ST/ECLA/-) and sales code II.G). Address claims to:

Documents and Sales Publications
Economic Commission for Latin America and
the Caribbean
Edificio Naciones Unidas
Avenida Dag Hammarskjöld S/N
Vitacura
Casilla 179-D
Santiago, Chile
Fax No. 562-208-0252

(iv) Economic and Social Commission for Western Asia (ESCWA) (series E/ESCWA/- (formerly E/ECWA/-), ST/ESCWA (formerly ST/ECWA/-), and sales code II.L) address claims to:

Documents Officer
Economic and Social Commission for Western Asia
P.O. Box 927115
Amman, Jordan
Fax No. 962-6-694-980

(g) Depositories in areas served by a United Nations Information Centre - and only those depositories - should request from that Centre material issued by it.

VIII. AVAILABILITY OF OLD DOCUMENTS AND PUBLICATIONS AND OFFICIAL RECORDS

30. Stock of United Nations material is kept for limited periods of time. If a depository wishes to maintain a complete collection, items not received in due course must be claimed promptly. The approximate retention periods are listed below, but masthead documents often go out of print before the expiration of these retention periods.

(a) Masthead documents, including meeting records that are not reprinted in the Official Records, are normally available for two years after the original date of issue;

(b) Official Records (verbatim and summary records, annexes and supplements) and documents issued in final form are normally available for five years, with the exception of resolutions, which are stocked on a continuing basis;

(c) Sales publications, with few exceptions, are usually depleted after three years;

(d) Yearbooks are available as long as there are copies in stock;

(e) Continuing series relating to a main publication are available on a continuing basis, and are reprinted if need be.

31. If the material claimed is found to be out of stock, or if additional or replacement copies are needed, they may be obtained as follows:

(a) By purchase from an authorized sales agent or from the Sales Section at United Nations Headquarters or from the Distribution and Sales Section of the United Nations Office at Geneva. Prepayment is required for purchase from the United Nations;

(b) Exceptionally, by gift from the United Nations Information Centre in the area. The Centres provide complimentary copies of some documents and

publications on an ad hoc basis, but a continuing supply cannot be assured by this method;

(c) By ordering a photocopy from the Dag Hammarskjöld Library at United Nations Headquarters, at a cost of US$ 0.20 (or equivalent in other currencies) per page, prepaid, cheque made out to United Nations. Orders for photocopies should be addressed to:

The Chief, Collection Unit,
User Services Section, Room L-221C
Dag Hammarskjöld Library,
United Nations, New York, N.Y. 10017
(Fax No. (212) 963-1779).

IX. DOCUMENTATION IN MICROFORM

32. The United Nations Publications Board has approved the conversion to microform of the documentation deposited originally in paper copy, provided that such a substitution will in no way limit or impede the public use of the documents or defeat the principles according to which United Nations documents and publications are made available on deposit.

33. The Official Records of the main organs of the United Nations, the United Nations Treaty Series, yearbooks, UNCTAD documentation and other important series of documents and publications are at present available in microfiche.

34. The text of the microfiches offered for sale is in negative (i.e. clear text on opaque background) with the title in positive (i.e. opaque text on clear background); enlargements will show the text in positive form. Each fiche is 105 mm x 148 mm (4 in x 6 in) in size; it contains 60 frames at a reduction of 1/20 and is housed in an individual protective envelope colour-coded according to the language of use of the text. Moderate temperatures and a normal degree of humidity are required for safe preservation.

35. Indexes giving specific cross-references between United Nations document and microfiche numbers are not available yet. However, microfiches show the symbol of the document in the first line of the title in addition to the microfiche number. For research purposes, the indexes prepared by the United Nations, which are available in hard copy (with annual cumulations in microfiche), as well as the indexes to the United Nations Treaty Series (available both in hard copy and microfiche) should prove useful. The latest price list of microfiches can be obtained upon request from the Sales Section at United Nations Headquarters and the Distribution and Sales Section at the United Nations Office at Geneva.

36. Partial sets or individual documents in microfiche can be obtained by purchase from UNIFO Publishers Ltd., P.O. Box 37, Pleasantville, New York 10570 or P.O. Box 245, London, N6 5SU.

X. QUESTIONNAIRES

37. The Dag Hammarskjöld Library may inquire into the observance of the conditions of deposit by questionnaire. Questionnaires are sent every two years in February. It is the obligation of each depository library to return the completed questionnaire promptly. Failure to do so will result in suspension of documents distribution.

XI. VISITS TO DEPOSITORY LIBRARIES

38. The United Nations Information Centre personnel and staff of libraries in the United Nations system have been requested to visit the depository libraries periodically during home leave and/or official travel, with a view to reporting to the Head Librarian of the Dag Hammarskjöld Library on the conditions observed, as well as to assisting those in need of finding solutions to pressing difficulties. During the visit, a questionnaire is filled out by the visiting staff. The programme of visits began in 1975.

39. The visits provide personal contact between the depository and the Dag Hammarskjöld Library at United Nations Headquarters and afford an opportunity to discuss current problems, explore possible solutions, and request and obtain assistance, if needed.

40. The depository being visited is advised in advance of the impending visit.

XII. ORGANIZATION OF THE COLLECTION

Arrangement

41. There are no set rules for the arrangement of the material deposited. A depository library may choose any system it prefers, as long as the collection is kept in good order and under adequate control. However, for additional information of a practical nature concerning United Nations documents, categories of distribution, meaning of symbols assigned to documents and indexes published by the United Nations, see document ST/LIB/34/Rev.2, entitled "United Nations documentation: a brief guide", issued in 1994 in Arabic, English, French and Spanish.

42. A partial depository, however, may choose to arrange the collection of sales publications by sales code, thus achieving a broad subject classification. The arrangement by sales code may be as follows:

(a) By year, and within year by subject category, then by individual publication code. This arrangement brings together all sales publications issued during the year;

(b) By subject category, and within category by year, then by individual sales publication code. This arrangement groups all publications by broad subjects. The United Nations Publications Catalogue can be used as a guide for this type of arrangement. It may be more convenient, however, to file recurrent

publications, periodicals and volumes of the United Nations Treaty Series by title, rather than by sales code.

43. The Official Records should be arranged by organ and session (those of the Security Council by year); the extraordinary and special sessions after the ordinary sessions. Within the session, or year, they should be arranged in the following order: meeting records (-/PV./-, -/SR./-), annexes, supplements, special supplements, committees (-/C.1/-, -/C.2/-, -/C.3/-, etc.). A detailed breakdown of the arrangement of the Official Records or the main organs of the United Nations is given in the document entitled "United Nations documentation: a brief guide" (ST/LIB/34/Rev.2).

44. A full depository may prefer to arrange the collection alphabetically by series symbol, then numerically by the individual document number. As most sales publications also carry a symbol, the depository may choose to disregard the sales code and file sales publications by symbol. United Nations document series symbols, 1946-1977 (ST/LIB/SER.B/5/Rev.3-Sales No.E.79.I.3) and 1978-1984 (ST/LIB/SER.B/5/Rev.3/Add.1-Sales No. E.85.I.2) can be used as a guide for filing.

45. If a combination of arrangement by sales code and by symbol is chosen, a cross reference placed in the symbols file should indicate where in the sales publications file the particular document is filed.

46. From 1946 to 1975, the documents and meeting records of the General Assembly and its Main Committees were numbered consecutively. Starting with the thirty-first session, in 1976, their symbol includes the ordinal number of the session in Arabic numerals, followed by the individual document number, starting with number one. Thus the symbol of the GENERAL SERIES of the forty-seventh session of the General Assembly is A/47/-, that of the First Committee begins A/C.1/47/-, and so on. The symbol for the LIMITED SERIES begins A/47/L.-, A/C.1/47/L.-, and so on. This system, when continued for documentation of subsequent sessions of the General Assembly, logically results in the basic symbol A/48/- for documentation of the forty-eighth session, A/49/- for documentation of the forty-ninth session, and so on.

47. In the series of main documents of the thirty-first session of the General Assembly, numbers 1 through 40 were assigned to the supplements to the Official Records for the session; thus the first document issued in the GENERAL category of distribution bears symbol A/31/41. In those for the thirty-second session, numbers 1 through 50 were assigned to the supplements; thus the first main document issued for the thirty-second session bears the symbol A/32/51.

48. Symbols for documents of Economic and Social Council sessions changed as of 1978. They are made up of the symbol for the parent body (E/) followed by the year the document was first submitted for consideration, followed by a sequential number (for the general series) or, up until 1993, by the symbol for a sessional committee (C.1, C.2, etc.). Resolutions and decisions are numbered on a yearly basis, resolutions beginning each year with 1 and decisions beginning each year with 100 (e.g. resolution 1990/1, decision 1990/100, etc. The following are some examples of document symbols:

(a) The Council: E/1990/1, E/1990/L.1, E/1990/SR.1;

(b) The Economic Committee: E/1990/C.1/1, E/1990/C.1/L.1 (until 1993);

(c) The Social Committee: E/1990/C.2/1, E/1990/C.2/L.1 (until 1993);

(d) Information documents: E/1990/INF/1.

49. The changes in the structure of the symbols apply to the General Assembly and its Main Committees and the Economic and Social Council and its Main Committees; there are no plans to change the symbol structure of other bodies in the foreseeable future.

50. A document that carries two or more series symbols can be filed according to the first symbol, and cross references can be placed in the other series to indicate where the text of the document is filed. If the document is also a supplement to the Official Records, it can be filed with the Official Records and a cross reference can be placed in each of the symbol series.

51. A simple classification scheme can be devised for publications carrying neither symbol nor sales number. Assistance in working out such a scheme can be provided by the staff of the Dag Hammarskjöld Library at United Nations Headquarters. Advice and assistance can be obtained by writing to:

Head Librarian
Dag Hammarskjöld Library
United Nations
New York, N.Y. 10017
Fax No. (212) 963-0077

Binding

52. The Official Records should be bound in the following order: meeting records arranged by meeting number, annexes by agenda item number and supplements by number. The special supplements may be bound separately, and if so desired, also arranged by number. The documents of committees should be bound by committee, each in one volume. The supplement containing the resolutions may be bound with the other supplements to the Official Records, or separately; if separately, a cross reference in the proper place in the bound volume of the supplements should indicate where the volume containing the resolutions is located. The Official Records of the special and extraordinary resumed sessions can follow the same pattern.

53. Documents in languages other than that of the deposit may be bound in sequence with those of the language of the deposit. If the deposit consists of more than one language, each language version may be bound in separate sets.

54. Gaps in a bound volume should be accounted for either by listing the missing documents on a page placed at the beginning of the volume, or by a note at the appropriate place within the sequence of numbers. For masthead documents discarded because they have been reissued in the Official Records, the note

should include information on the session of the body and on the volume of the Official Records where the texts are reproduced.

55. A title page and a table of contents of the Official Records of the General Assembly is found in the prefatory fascicles; the list of delegations and check-list of documents are published in separate fascicle; and a check-list of the contents of annexes is published in a separate fascicle, which should be bound with the annex fascicles.

56. The Official Records of the Economic and Social Council consist of the summary records of the plenary meetings (incorporating corrections requested by delegations and any necessary modifications), the supplements and the list of delegations.

57. In order to ensure the completeness of the documentation pertaining to a session of a main organ, the Index to Proceedings to that session of the organ should be consulted. Each index contains a numerical list of the documents of the session with information on their republication. A list of the Index to Proceedings series is contained in the United Nations Publications Catalogue, which is issued annually by the Sales Section.

Discarding

58. The following material can be discarded:

(a) Masthead versions of documents that are reproduced in the Official Records or in printed proceedings;

(b) Once a revision is issued, the basic document and its addenda, corrigenda, amendments and excerpts;

(c) Duplicate copies of documents bearing more than one symbol (only one copy needs to be kept if a cross reference is placed under the other symbols);

(d) Masthead documents of conferences, meetings, symposia, etc., subsequently reissued as sales publications;

(e) Weekly, monthly, quarterly, etc., issues of publications for which a yearly cumulation has been issued;

(f) Masthead documents that are subsequently reproduced, such as documents of the International Law Commission (series A/CN.4/- and A/CN.4/SR.-) later appearing in the Yearbook of the International Law Commission (A/CN.4/SER.A/-).

XIII. TRAINING SEMINARS ON UNITED NATIONS DOCUMENTATION

59. Recognizing the need for training on United Nations documentation, the United Nations Publications Board decided that seminars for staff of depository libraries should be held at regular intervals in New York and/or in the regions.

60. The seminars are organized by the Dag Hammarskjöld Library at United Nations Headquarters, as well as by the libraries of the regional commissions and by United Nations Information Centres in consultation with the Dag Hammarskjöld Library.

61. The Dag Hammarskjöld Library does not have the funds to pay for trainees' travel expenses. Depository libraries should arrange for the funding.

62. Inquiries concerning training seminars should be addressed to:

Head Librarian
Dag Hammarskjöld Library
United Nations
New York, N.Y. 10017
Fax No. (212) 963-0077

Notes

1/ In addition to documentation of the United Nations itself, the deposit also includes materials issued by the United Nations Conference on Trade and Development, the United Nations Development Programme, the United Nations Environment Programme and the regional commission covering the area in which the depository library is located.

2/ Under the system in effect since the beginning of 1976, the verbatim records of the Trusteeship Council, the First Committee of the General Assembly and the Trade and Development Board of the United Nations Conference on Trade and Development, as well as the summary records of the other Main Committees of the General Assembly are issued in masthead form only, for general distribution. Corrections, if needed, are issued in a single corrigendum after the end of the session, at which time the records are considered final. From 1976 to 1991, the verbatim records of plenary meetings of the General Assembly and the summary records of plenary meetings of the Economic and Social Council were issued in masthead form, subject to corrections and modifications, and later reissued in final form. Since 1992, they have been issued as described above. Only the verbatim records of plenary meetings of the Security Council are still issued in provisional form then reissued later as Official Records. Partial depositories, therefore, will receive the Official Records of the bodies mentioned above in masthead form even though they are not entitled to receive masthead material. Since 1985, no summary records have been issued for the plenary meetings of the Trade and Development Board of the United Nations Conference on Trade and Development.

3/ Publications of the International Court of Justice (ICJ) are distributed, on request and as required, free of charge by the Registry of the Court to the Governments or public services of all States entitled to appear before the Court and to major law libraries throughout the world. ICJ reports annually to the General Assembly. Its report is issued as a supplement to the Official Records of the General Assembly and as such is included in the deposit. The Registry of the Court is autonomous with respect to depository arrangements for its publications. Libraries desiring to become depositories should address

their request to the Registrar, International Court of Justice, Peace Palace, The Hague, 2012, Netherlands. ICJ publications can be acquired by purchase from the Sales Section, United Nations, New York, N.Y., 10017, or from the Distribution and Sales Section, United Nations Office at Geneva, Palais des Nations, CH-1211 Geneva 10, Switzerland; they can also be obtained from any bookseller handling United Nations publications. A chapter on the publications of the Court appears each year in the International Court of Justice Yearbook. The Catalogue of Publications of the International Court of Justice, which is issued in English and French and is brought up to date each year as of 1 January either by an addendum or revised version, may be obtained free of charge from the above-mentioned offices upon request.

4/ Of the reports generated during the lifetime of a project, only two types are likely to be available to libraries: the technical report and, when it contains technical information of public interest, the agency terminal report. The reports are listed in UNIPUB's International bibliography, information, documentation and in the indexes of the specialized agencies. They can be obtained from the responsible executing agency. They are also available through University Microfilm, 300 N. Zeeb Road, Ann Arbor, Michigan, 48106, and UNIPUB (see note 5 below for address).

5/ With the exception of the UNFPA newsletter Populi and the UNFPA flyer UNFPA: what it is, what it does, which are available free on request from UNFPA Public Information and NGO Office, 220 East 42nd Street, New York, N.Y., 10017-5880, all other UNFPA publications are available by purchase through UNIPUB Inc., 4611-F Assembly Drive, Lanham, MD 20706-4391 or from UNFPA, 220 East 42nd Street, New York, N.Y. 10017-5880.

6/ UNICEF publications can be acquired by request, or by purchase from the United States Committee for UNICEF, 331 East 38th Street, New York, N.Y., 10017. United Nations publications in the series E/ICEF/-, and the annual report of the Executive Board of UNICEF, which is issued as a supplement to the Official Records of the Economic and Social Council, are included in the materials deposited.

7/ UNIFEM publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from UNIFEM, 304 East 45th Street, New York, N.Y. 10017.

8/ UNITAR publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y., 10017, or from the Distribution and Sales Section, Palais des Nations, CH-1211 Geneva 10, Switzerland.

9/ UNRISD publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from the Distribution and Sales Section, Palais des Nations, CH-1211 Geneva 10, Switzerland.

10/ UNIDIR publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from the Distribution and Sales Section, Palais des Nations, CH-1211 Geneva 10, Switzerland.

11/ UNDCP publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from Vienna International Centre, P.O. Box 500, A-1400 Vienna, Austria.

12/ UNICRI publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from UNICRI, Via Giulia 52, 00186 Rome, Italy.

13/ UNEP publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from UNEP Headquarters, P.O. Box 30552, Nairobi, Kenya.

14/ INSTRAW publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from INSTRAW, Calle César Nicolás Penson 102-A, Santo Domingo, Dominican Republic.

15/ CELADE publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from CELADE, Apartado Postal 6-718, 06600 Mexico, D.F., Mexico.

16/ ILPES publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from ILPES, Casilla 179-D, Santiago, Chile.

17/ UNU publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from UNU, 53-70 Jingumae 5-chome, Shibuya-ku, Tokyo 150, Japan.

18/ UNCRD publications are available by purchase from the Sales Section (Room DC2-0853), United Nations, New York, N.Y. 10017, or from UNCRD, Nagono 1-47-1, Nakamura-ku, Nagoya 450, Japan.

19/ The Yearbook of the United Nations, for instance, is published only in English and is available to depositories receiving material in English on automatic distribution. The Yearbook, however, may be included in the materials sent to depositories that receive material in other languages if the depository specifically requests it. Such requests should be addressed to the Head Librarian of the Dag Hammarskjöld Library at United Nations Headquarters.

20/ Duplicate copies or replacement for lost copies must be acquired by purchase.

21/ For instance, the publication entitled Economic and Social Consequences of the Arms Race and of Military Expenditures (Sales No. E.72.IX.16) is a reprint of document A/8469, a report of the Secretary-General on the economic and social consequences of the armaments race and its extremely harmful effects on world peace and security, discussed by the General Assembly at its twenty-sixth session under agenda item 32. Equally, the publication Economic and Social Consequences of Disarmament. Report of the Secretary-General transmitting the Study of his Consultative Group (Sales No. 62.IX.1), is a reprint of document E/5393, which was discussed by the Economic and Social Council at its thirty-fourth session under agenda item 5.

The above documents had been already deposited when the texts were reissued as sales publications and, therefore, they were not available for deposit any longer. Depositories wishing to obtain them could do so by purchasing them.

22/ Certain publications, owing to the high cost of production or to other factors, cannot be made available in any other manner except for purchase. The report of the United Nations Conference on Environment and Development, held at Rio de Janeiro from 3 to 14 June 1992, for instance, was earmarked for sale only.

23/ An example of this type of publication is the World Trade Annual, which, although prepared by the Statistical Office of the United Nations, is published and distributed by Walker and Company, 720 Fifth Avenue, New York, N.Y., 10019. The World Trade Annual is issued in five volumes.

24/ The provisional records of the plenary meetings of the Security Council, as well as the records of the plenary and First Committee meetings of the General Assembly (all subject to later correction), are also available on subscription for US$ 125 per year each set (or equivalent in other currencies). Depositories that subscribe to the three sets will be charged a combined price of US$ 300.

25/ When the masthead documents of a regional commission are included in the deposit, it is expressly stated at the time of the depository designation.

26/ Available on subscription only, at a cost of US$ 30 per copy.

27/ Not available outside the United Nations.

ANNEX

REQUEST FOR DOCUMENTS — SUBMIT IN QUADRUPLICATE

TO: DISTRIBUTION SECTION, PUBLISHING SERVICE 1B-44

NO.	LINE ITEMS	NO. DOCUMENTS

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University of Bombay
Vidyanagari, Santacruz (East)
Bombay 400098
INDIA

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2	1	E	A/C.5/48/1		
3	1	E	E/1994/33		
4	1	E	S/INF/46		
5	1	E	T/1983		
6	1	E	ESCOR, 1989, Plenary Meetings, V.1		
7	1	E	ESCOR, 1993, Suppl. No. 2		
8	1	E	GAOR, 47th sess. Annexes (Vol.2)		
9	1	E	GAOR, 47th sess., Suppl. No. 11, Addendum		
10	1	E	GAOR, 47th sess., Suppl. No. 20, Corrigendum		
11	1	E	SCOR, 48th year, Special Suppl. No. 1		
12	1	E	TCOR, 60th sess., Suppl. No. 1		
13	1	E	TDBOR, 39th sess., Suppl. No. 2		
14	1	E	E.93.I.3		
15	1	E/F	E/F.92.II.K.7		
16	1	E	U.N. Chronicle, Vol. 31, No. 2		
17	1	E/F	United Nations Treaty Series, Vol. 1275		
18	25	E	P.S.16 form "Request for Documents"		
19					
20					

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